

[Sender Name/Agency Name]
[Department Name]
[Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Recipient Name]
[Last Known Address]
[City, State, Zip Code]

RE: NOTICE OF EXCESS FUNDS / SURPLUS PROCEEDS

Property Address: [Full Property Address]
Foreclosure Sale Date: [Date of Sale]
Reference/Case Number: [Number]

Dear [Recipient Name],

This letter is to formally notify you that the foreclosure sale of the above-referenced property resulted in excess funds (surplus proceeds). After the satisfaction of the primary mortgage and associated sale costs, there is a remaining balance held by [Name of Holding Entity/Court].

Total Amount of Excess Funds: \$[Amount]

As a former owner or party of interest, you may be entitled to claim these funds. To initiate the recovery process, you must submit a formal claim to the following office:

[Office Name]
[Submission Address]
[City, State, Zip Code]

The following documentation is generally required to process your claim:

- A completed Claim Form (enclosed, if applicable).
- A copy of your government-issued photo identification.
- Proof of residency/ownership at the time of the foreclosure.
- [List any additional state-specific requirements].

Please be advised that there may be a statutory deadline to claim these funds. Failure to file a claim within [Number] days may result in the funds being forfeited or transferred to the State Unclaimed Property Division.

If you have questions regarding this notice, please contact our office at [Phone Number] or consult with legal counsel.

Sincerely,

[Signature]

[Printed Name]

[Title]